

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE:	Public Health Nurse
STATUS:	Full or Part Time; non-exempt
DEPARTMENT:	Health & Human Services
SUPERVISOR:	Health Officer/Manager

POSITION SUMMARY

The Public Health Nurse is responsible for the management of assigned nursing programs. The Public Health Nurse must also have basic knowledge of other public health programs administered by the department. The most senior Public Health Nurse will direct the activities of the office when the Health Officer is unavailable.

PROGRAMS

- Animal Bites – Rabies Control Program
- Public Health (Bioterrorism) Preparedness
- Bloodborne Pathogen Program
- Communicable Diseases
- Health Needs Assessment
- Immunization Program
- Lead Program
- Maternal Child Health
- Health Check Program
- Oral Health – Dental Sealant and Fluoride Supplement
- Prenatal Care Coordination
- School Health Services
- Water Testing

JOB DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required. A Public Health Nurse:

1. Is knowledgeable about the practice of public health nursing, health promotion and preventative medicine, especially pertaining to the prevention and control of communicable diseases.
2. Is required to be highly knowledgeable regarding his/her assigned programs and follow the program's policy, procedures and protocols. May be asked to assist in updating policy and procedure as it pertains to his/her programs.
3. Conducts health education presentations, participates in workshops and attends seminars.
4. Maintains accurate and complete records and prepares detailed reports.
5. Provides direct public health services.
6. Serves as a resource to the community in a variety of health related issues.
7. Cooperates, coordinates, and collaborates with other professionals.
8. Must maintain proficiency in clinical skills.
9. Works to promote Department values, such as community integration of persons with physical, mental, and developmental disabilities, the principle of normalization, the right of self-determination and choice, the responsibilities of citizenship, an attitude which promotes customer satisfaction, etc.
10. May serve as point of contact for the Health and Human Services Department relative to assigned external agencies, programs, or services. As assigned, may represent the Department at professional meetings, community events, etc. Consults with the Health Officer or designee regarding issues raised and articulates Unit positions and policies in applicable areas.

11. Assists in and/or may be asked to coordinate the provision of services to clients in crisis or emergency situations. May be assigned to after-hours on-call during public health or community emergencies.
12. The Health & Human Services Department's staff operates on a team approach; therefore you might be asked to do something other than your regular duties by the Health Officer for the efficiency of the department. For example, you may be asked to provide support for the agency in the absence of other staff, or in the event of an emergency or crisis, etc. or you may be asked to perform other on-going duties appropriate to your job classification as assigned by the Health Officer or designee.

PERSONAL ATTRIBUTES

1. Responsible for the strict maintenance of client confidentiality. Assures that records that contain client names or other personal information are not visible to the public during office hours and are stored securely during non-office hours. Does not discuss client cases or other confidential agency information with anyone (staff or collaterals) at any time, unless there is a demonstrable need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or other confidential agency information with members of the general public, including members of his/her family. Adheres to Code of Conduct in maintaining privacy and confidentiality.
2. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination on a systemic or individual client basis. Responsible for identifying problems and barriers and for recommending appropriate solutions. Responsible for contributing to a productive, harmonious, and cooperative work environment.

REQUIRED QUALIFICATIONS

1. Requires a current license as a registered professional nurse under Chapter 441, Wisconsin Statutes, plus one of the following:
 - a. Bachelor of Science degree in nursing from an accredited nursing program.
 - b. A Master's degree from an accredited nursing program.
 - c. A Public Health Nurse Certificate issued prior to 12/01/84.
2. Requires outstanding interpersonal and leadership skills, problem solving and organizational abilities, including:
 - a. The ability to work constructively, and cooperatively with other staff.
 - b. A solution-oriented approach and the ability to generate creative helpful solutions to problems.
 - c. The ability to follow directions, apply fairly appropriate public health policies and complete projects in a timely manner.
 - d. The ability to comprehend complex public health problems, identifies alternate solutions, and prepares appropriate recommendations.
 - e. Have the ability to establish and maintain effective working relationships with public officials, contract agencies, other county units and members of the public.
3. Requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments and reports.
4. Requires the ability to plan and direct the work of others.
5. Requires the ability to work independently or with minimal supervision and to prioritize and follow through tasks in a fast-paced and stressful environment focusing on the health of the community overall.

6. Requires the ability to operate within the strictest legal and ethical standards regarding the privacy and confidentiality of client and employee information.
7. Must possess a current Wisconsin driver's license, automobile, and automobile insurance as required by Wisconsin State law.
8. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health & Family Services, and pre-employment drug and other screenings conducted as required by County policy.
9. Applicant must be able to use:
 - Computer connected to statewide and national networks.
 - Typewriter
 - Calculator
 - Facsimile machines
 - Copiers
 - Multiple line telephone system
 - Postage meter
 - Cell phone
 - Pager
 - Inter-county radio system

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Ability to coordinate eyes, hands, and limbs in performing movements requiring skill and training, such as injections and typing.
2. Must be able to communicate, to hear and comprehend verbal communications, and to assess and monitor client's behavior and /or physical condition visually.
3. Must be able to tolerate extended periods of sitting and the artificial lighting, heating, and air conditioning of an office environment.
4. Must be able to tolerate long periods of clinic noise such as crying, and large numbers of persons speaking in one room.
5. Must be able to travel independently to various locations.
6. Must be able to tolerate the stresses associated with multiple, simultaneous demands.
7. May be required to work with disruptive clients or in situations where communicable diseases are present.
8. Occasional moderate lifting (approximately 25 pounds) or carrying may be required.
9. Must be able to work in outside environment even in inclement weather during emergencies.
10. Probability of exposure to Blood-borne pathogens-high.